



STATE OF MICHIGAN
DEPARTMENT OF EDUCATION
LANSING

RICK SNYDER
GOVERNOR

MICHAEL P. FLANAGAN
STATE SUPERINTENDENT

June 6, 2013

MEMORANDUM

TO: Local and Intermediate School District Superintendents, Public School Academies, and Directors and Representatives of Teacher Education Programs (DARTEP)

FROM: Joseph Martineau, Ph.D. 
Deputy Superintendent, Accountability Services

SUBJECT: District Provided Professional Development Documentation Required for the Renewal of the Professional and Occupational Certificates

Recent changes in the Teacher Certification Code (MCL §390.1132(c) and §390.1135(1)(c)) enable Michigan teachers to utilize District Provided Professional Development (DPPD) for the purpose of Professional and Occupational certificate renewal. For purposes of compliance with MCL §390.1132(c) the five days of required professional development (MCL§380.1527) are equivalent to 30 clock hours.

The Michigan Department of Education (MDE) will routinely audit districts to verify that the information provided by teachers to renew their Professional and Occupational certificates is accurate.

In order for a teacher to use DPPD for renewal of a Professional Education certificate and/or an Occupational Educational certificate, the teacher must have a *District Provided Professional Development Record for Certificate Renewal* form for each school year. This form must be signed by the teacher's principal or another district designee. Before signing the form the principal/designee must verify the following:

1. The teacher completed all five days offered by the district for the listed school year.
2. There is sufficient documentation of this DPPD activity in case it is needed for a record audit.
3. The DPPD was appropriate to the grade level and content endorsement(s) of this teacher's certificate.

STATE BOARD OF EDUCATION

JOHN C. AUSTIN – PRESIDENT • CASANDRA E. ULBRICH – VICE PRESIDENT
DANIEL VARNER – SECRETARY • RICHARD ZEILE – TREASURER
MICHELLE FECTEAU – NASBE DELEGATE • LUPE RAMOS-MONTIGNY
KATHLEEN N. STRAUS • EILEEN LAPPIN WEISER

608 WEST ALLEGAN STREET • P.O. BOX 30008 • LANSING, MICHIGAN 48909
www.michigan.gov/mde • (517) 373-3324

If the district does not have documentation to support these statements or cannot verify the DPPD listed by the teacher on the form, the form should not be signed.

Districts should keep documentation to support:

1. That the professional development was conducted. Examples:
 - Sign in/Sign out Sheets
 - Travel reimbursement/receipts
 - Receipts for food service
 - Evidence that off-site professional development content was brought back and shared with staff at the school/district
 - Evidence of work completed during the professional development
 - Receipts for speaker's fees or stipends
 - Calendar records accompanied by reflections/journals
2. That the topic matches what was reported by the teacher and indicates content appropriate for renewing the teacher's certificate. Examples:
 - Agendas
 - Completed registration forms
Inclusion in a teacher's professional development plan (if necessary)
 - Inclusion in the School Improvement Plan
 - Student achievement data indicating a need
3. That the participants attended the activity. Examples:
 - Sign in/Sign out Sheets (attendance record)
 - Evidence of work completed during professional development (reflections, journals, school improvement plan revisions)
 - District phoned-in attendance records
 - Evidence of subsequent changes in instruction directly related to content of professional development activity
 - Attendance list and minutes of professional learning community Session(s)

The district does not need to keep all items listed in the documentation section. A variety of examples have been provided. Sign in/Sign out sheets accompanied by agendas are the preferred documentation. If you have any questions, please contact Leah Breen at breenl1@michigan.gov or 517-335-1151.

cc: Michigan Education Alliance